



University of California
Santa Barbara

DIPLOMA NOTARY REQUEST (ORIGINAL)

Office of the Registrar
Academic Services
University of California, Santa Barbara
Santa Barbara, CA 93106-2015
Phone: 805-893-3592
Fax: 805-893-2985
<http://www.registrar.ucsb.edu>
graduationmatters@sa.ucsb.edu

Instructions: Complete all requested information. Please print clearly. Please make all checks payable to: UC REGENTS. This form AND the original diploma must be returned to: Office of the Registrar, Academic Services, University of California, Santa Barbara, CA 93106-2015

Student's name: _____

Perm number: _____ *or* last four digits of your SS#: _____

I am requesting that the UCSB Office of the Registrar notarize my original diploma directly on the back of the original diploma.

Country this notary will be used for: _____

Notarization Options:

	Fee:	Fee Amount:
<input type="checkbox"/> Notarization on original diploma	\$35.00	\$35.00 CC: 4108 - \$20.00 - SH CC: 4546 - \$15.00 - NT

Mailing Options:

Select only one

<input type="checkbox"/> I have provided a pre-paid FedEx, UPS, or USPS mailing envelope	\$0.00	\$ _____ CC: 0770 - DM
<input type="checkbox"/> I request that my original diploma be mailed to a domestic address	\$19.00	
<input type="checkbox"/> I request that my original diploma be mailed to an international address	\$24.00	

Total Fee: \$ _____

Please mail my original diploma to:

*Please note, the UCSB Office of the Registrar cannot forward your diploma or other documents to another address. They can only be returned directly to you.

Student's name: _____

Address: _____

Student's signature (**required**): _____

Phone number: _____ Email address: _____

<u>Office of the Registrar use only</u>			
<u>Notarized:</u>		<u>Mailed:</u>	
Date: _____	Time: _____	Date: _____	By: _____
<u>Totals:</u>			Cashier's Validation
CC 4108 – SH: <u>\$20.00</u>	CC 4546 – NT: _____	CC 0770 – DM: _____	Last updated 1/30/2017